

School Catalog

2012-2013

SCHOOL NAME

Address

City, State

State License Number

Date Printed/Revised

Many new schools have difficulty writing a school catalog that meets all of the Higher Education Commission requirements. This document is presented as a guide to assist in meeting this requirement. We realize that this **SAMPLE** catalog may be too simple or too comprehensive depending upon the complexity of the school. However, it is provided in response to a request with hopes that is useful.

Please use the Administrative Rules Section Pos 1103.07 to review what is required for a school catalog. The references to the rules are included in parentheses after each paragraph heading.

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Although not required, it is good to start with a Table of Contents. This will be a great help to you and your students when looking for a specific item. The table will also serve as an outline for the catalog.

Mission Statement (Pos 1103.07(a)(3))

Example: The school focuses on the individual and has directs all its efforts toward providing the training, services, and assistance needed to prepare students for jobs that are rewarding and which provide the basis for a successful career in massage therapy.

Licensed By:

Example: This school is licensed by the State of New Hampshire, Department Of Education, Division of Higher Education, Higher Education Commission, Career School Licensing as a post-secondary vocational school with a primary purpose of educating individuals for a professional job/career.

Approved By:

Example: This school is approved by New Hampshire Department of Education, Division of Higher Education, Higher Education Commission, Career School Licensing.

Accreditation:

Example: This school is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

General Description of Available Space, Equipment, and Facilities (Pos 1103.07(a)(10))

Example: The campus consists of a 20,000 square foot facility housing 5 classrooms, 1 library, 1 break room, 1 computer lab, and 2 clinics. Two classrooms are set up with massage tables so instructors may lead students in performing massage techniques on fellow students. Both clinics are set up to provide supervised practice on public clients. The computer lab consists of 10 stations with Dell Model 10 desk top computer systems. The computer lab is used to teach the fundamentals of documenting business activities. Each computer has the following software: Microsoft Office Pro and Quicken Books. The facility is situated in town on a half-acre lot with room for student parking.

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School Policies and Procedures

Entrance Requirements (Pos 1103.07(a)(6))

State any enrollment requirements for each program if applicable.

Examples:

- Applicants must be 18 years of age.
- Applicants must have a personal interview with school personnel.
- Applicants must be drug free and pass a drug test.
- Applicants must possess a valid driver's license.
- Applicants must be a high school graduate or hold a GED.

Credit for Previous Education or Training (Pos 1103.07(a)(12))

Examples:

- The school does not accept transfer credit nor allow credit for prior experience.
- Previous education and training will be reviewed by the school's director and the respective program's advisor to determine how much credit may be awarded, if any. The maximum credit may not exceed one-half of the total program requirements.

Grading System (Pos 1103.07(a)(7)a)

Example:

<u>Grade</u>		<u>Points</u>
A	Superior	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed	0
I	Incomplete	0
W	Withdrawn	0
P	Pass	1

The student's grade-point average (GPA) is computed by the following formula:

$$\frac{\text{Total Quality Points Earned}}{\text{Total Units of Credit attempted}} = \text{Grade Point Average}$$

Standards for Satisfactory Progress (Pos 1103.07(a)(7))

State the minimum standards required to successfully complete a course and the program.

Examples:

- One hundred percent attendance and completion of all tests at an 80% level is required for satisfactory progress.
- Final grades and student evaluations are issued at the end of each quarter.
- A student must maintain a CGPA of 2.0 and not receive less than a 1.5 GPA in any term.

Standards for Satisfactory Progress for Financial Aid Programs (Pos 1103.07(a)(7))

If the school uses federal financial aid programs, state the requirements for satisfactory progress if different from the school policy stated above. Use only if it applies to your school.

Scholarships

If the school is authorized to offer a scholarship it should be identified and an explanation of how a student can be considered. If no scholarships are available, it is suggested that a statement is made to that effect.

Academic Probation (Pos 1103.07(a)(7)d)

State when will a student be placed on probation and how can they be removed from probation.

Example: A student unable to maintain a 2.0 cumulative grade point average (CGPA) or drops below 1.5 GPA for any term will be placed on academic probation for the next term. The student will also be given extra assistance in an effort to reach the expected level of performance.

Academic Suspension or Termination (Pos 1103.07(a)(7))

Example: At the end of probation, if the student has not brought his/her grades to meet our satisfactory academic progress policy, then the student shall be suspended or terminated, depending on the recommendation of the academic review committee. The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the committee's decision.

Student Conduct and Conditions for Dismissal (Pos 1103.07(a)(8))

State the conditions when a student may be dismissed for conduct or other violations of school policies.

Example: Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

Re-entrance (Pos 1103.07(a)(7)c)

State what conditions a student must meet in order to re-enter a program if they have been suspended or if probation has caused an interruption of the program.

Examples:

- Any student, who has dropped out of the program, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Program requirements at the time of readmission shall be applicable.
- Any student, who was academically terminated, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Student shall be on probation for his/her first term. Program requirements at the time of readmission shall be applicable.
- Any student who was terminated for conduct may not be readmitted.

Attendance (Pos 1103.07(a)(5))

Example:

- The school maintains an attendance record on the student. The school requires a hundred percent (100%) completion of class hours in order to receive a certificate of completion from the course. If in any thirty-day period your attendance is less than 80%, you will be notified and placed on probation for a period of thirty days. If you meet the attendance requirement in the next thirty days you will be removed from probation. If you fail to correct your attendance problem you will be dismissed from the school. If dismissed from the school, you will be required to request reinstatement which cannot be done for a minimum period of 30 days. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved. Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.
- Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence. All classes missed by a student will be made up prior to graduation.

Leave of Absences (Pos 1103.07(a)(5))

Example: Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

Graduation Requirements (Pos 1103.07(a)(14))

State all requirements necessary to successfully complete the program.

Example: Students must maintain a CGPA of 2.0 and pass a final examination at the end of each course in order to receive the certificate of completion for the program. The final examination consists of a combination of both practical and written parts. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination at no extra cost to the student.

Student Records (Pos 1103.07(a)(7)e)

Example: All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

School Calendar (Pos 1103.07(a)(4))

(Wording can be used as appropriate for your school. The calendar can include dates, actual monthly calendars, etc. as appropriate to convey to the student the information necessary.)

Examples:

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The program is an 85 hour program offered in 8 hour sessions over a three week period.
- The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.
- The following holidays are observed and no classes are held:
 - New Years Day
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Christmas Day
- The school reserves the right to amend the calendar.
- The hours per week vary depending if the class is academic or lab or clinical. Please refer to the program's detailed schedule.

Enrollment Dates (Pos 1103.07(a)(6))

State clearly the dates a student must enroll in order to be accepted in a class if there are any requirements.

Example:

- A student may enroll at any time prior the start of a new class.
- The school has rolling admissions. A new program starts every three months (January, April, July, and October).

Schedule of Fees (Pos 1103.07(a)(9))

(To include: student tuition, student activities, laboratory fees, rentals, deposits, late fees, interest charges).

Example:

<u>Programs</u>	<u>Administrative Fee</u>	<u>Tuition</u>	<u>Lab Fees</u>	<u>Total</u>
Program1	\$100	\$3,500	\$150	\$3,750
Program 2	\$100	\$5,000	\$250	\$5,350
Program3	\$100	\$7,500	\$300	\$7,900

State exams and certification are in addition to the above stated fees.

Refund Policy (Pos 1103.07(a)(13))

Federal Program Refund The refund policy for students receiving benefits from federal programs that require specific refund policies shall be in accordance with the specific federal policies. For example, the refund policy for veterans receiving benefits under the Montgomery GI Bill: The Amount charged for tuition, fees, and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length (38CFR21.4255). Tuition and fees beyond a \$10.00 registration fee must be refunded on a pro rata basis. The pro rata amount represents the total of tuition and fees that the completed portion of the course/program bears to the total length.

Full Refund A school's refund policy shall provide for a full refund of all money paid by the student if:

- (a) The applicant or student cancels enrollment within 3 business days under RSA 361-B;
- (b) The student did not meet the provisions of Pos 1104.01;
- (c) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school;
- (d) The school's failure to comply with RSA 188-G:1-10.

Short Program Refunds If for any reason a student withdraws or is dismissed by the school from a program which has a fixed class schedule, and is shorter than 6 class days, and is less than \$350 in total cost, and is not one of a sequence of programs, the student shall not be entitled to any refund, except as noted above.

Partial refunds

- (a) A student who withdraws or is dismissed after 3 business days, but before completing 50% of the potential units of instruction in the current time period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current time period, less a one-time application fee not exceeding \$500 or 20% of the program tuition, whichever is less.
- (b) Pro rata refund shall be the ratio of the number of units remaining after the last unit completed by the student to the total number of units in the time period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current time period.
- (c) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- (d) No refund shall be required for any student who withdraws or is dismissed after completing 50% of the potential units of instruction in the current time period unless a student withdraws due to mitigating circumstances, in which case refunds shall be

calculated based on the pro rata method described in (a) and (b) above.

(e) The 50 percent completion limitation does not apply in cases where the student cannot complete the program due to action taken by the school. Examples of school's action shall include school closing or bankruptcy, or cancellation of the program. In these and similar situations, refunds and fees shall be based on the pro rata method described in (a) and (b) above for up to 100 percent of the tuition paid.

Timely Refunds Payments Refunds shall be paid within 30 days after the effective date of termination.

Student Grievance Procedure (Pos 1107.01)

Include the address and phone number of any accreditation agencies, oversight boards, and PEC.

Example: Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact ABC Accreditation Agency, 32 Random Drive, NYC, NY 10732, 212-678-9876; NH Board of DEF, 21 Wainwright Street, Concord, NH 03301, 603-271-3333. Please send a copy to the Department Of Education, Stephen Berwick, Disputes Resolution Coordinator, 101 Pleasant Street, Concord, NH 03301, (603) 271-2299.

Stephen.Berwick@doe.nh.gov

Program/Course Requirements

Program Requirements (Pos 1103.07(a)(11))

If different than entrance requirements

Examples:

- Applicants must pass a health physical.
- Applicants must have liability insurance in the amount of \$500,000.

Program description (Pos 1103.07(a)(11))

Briefly describe the program, including program length, type of instruction, and content description.

Example: The massage therapy program fulfills the Department of Health and Human Services requirements for program content and length. It is a total of 750 hours, which includes 250 hours of hands-on practical experience. It prepares students to become massage therapists by acquainting them with various types of specialties including acupressure, Swedish massage, Oriental therapies, reflexology, and sports massage.

Program Objectives (Pos 1103.07(a)(11))

In positive, measurable terms state the objective of teaching the program.

Example: The objective of this program is to prepare students to manage a successful massage therapy business, while preparing them for the National Board Certification exam and the NH practical licensing exam.

Course Descriptions (Pos 1103.07(a)(11))

List each course in the program and provide a brief, accurate description of the content to be covered and the method of instruction. Include the class hours required by the content.

Examples:

- **Massage Therapy (60 hours classroom + 60 hours clinical = 120 Hours):** This course teaches students how to perform healing, medical full body massages. The course focuses on learning the fundamental strokes of both the Swedish and Deep Tissue style of massage. During the course, students also learn about basic anatomy and physiology, professional ethics, hygiene and the medical benefits of massage.
- **Chiropractor Assistant (100 hours classroom + 100 hours clinical + 100 hours internship = 300 Hours):** This course is designed for the student who wants to work in a chiropractic office. Students in this course will learn full-body medical massage, rehabilitative medical massage, utilization of physical therapy equipment and therapeutic exercises. Specific emphasis will be placed on teaching the student how to do spinal mobilization, scapula manipulation and manual traction on the cervical, thoracic and lumbar regions of the spine.

- **Acupressure (30 hours classroom + 20 hours clinical = 50 Hours):** This course teaches students to locate and release the hard-to-reach “energy blocks” of the spinal region. The skills from this course will tremendously benefit any massage therapist, regardless of his/her style of massage. A minimum completion of either Clinical Massage Therapy or Physical Therapy Aide is required to enroll in this course
- **Anatomy & Physiology (100 hours classroom):** Students in this course will be provided with an advanced Anatomy & Physiology Program. Dr. Instruct will prepare students for the National Board Certification exam and any other massage licensing exams. Students will gain a better understanding of both how the body functions and the different body structures in a detailed course. The hours of this program will count towards a student’s total transcript hours. Course materials are included in the total price of this course.
- **Accounting Technology (30 hours classroom + 20 hours lab = 50 Hours):** The Accounting Technology Program is offered for those persons who desire a program that qualifies them for employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective by providing instruction in appropriate accounting, business, computer, and general education courses.
- **Medical Assisting (300 hours classroom + 50 hours of lab + 100 hour internship = 60 Hours):** The Medical Assistant is a multi-competent individual who works in a doctor=s office, outpatient and ambulatory care clinics, and other health-related businesses. The Medical Assistant frequently functions as the physician’s right hand, assisting with the instruction and treatment of patients and performing the administrative tasks needed to keep an office running smoothly.

List of Faculty and Administrators

Include their credentials.

Example:

Board of Trustees (Pos 1103.07(a)(2))

President	Audrey Rocheford, M.A.
VP/Treasurer	An-gel Howard C.M.T
Secretary	Ray Charles, M.D.
Members	Ken Morse, N.M.D. John Payne, BA Management Jill Hill, MBA Kevin Wells, BS Accounting

School Administrators and Faculty (Pos 1103.07(a)(2))

Director	Boris Priluss, M.A.
Medical Director Of Programs	Cedena Rocheford, M.D.
Academic Director	Yigal Lomax, D.M.D
Senior Instructor	Boris Melcher, M.A.
Senior Instructor	Angel Toro, C.M.T
Instructor	Ross Jenkins, M.D.
Instructor	Kim Morse, N.M.D.
Instructor	Lisa Chan, B.A.
Instructor	Michele Martin, C.M.T.
Instructor	Michael Levi, Ph.D.
Instructor	David Martin, M.D.
Instructor	Leah Brock, D.C.
Assistant Instructor	Elton Barnes, C.M.T
Assistant Instructor	Lou Clever, C.M.T
Assistant Instructor	Elizabeth Beth, C.M.T
Head School Administrator	Victor Dance, M.Ed.
School Administrator	Kris Clever , MBA